

NOTICE FULL-TIME
POSITION OPENING

DEPARTMENT: Barry County Register of Deeds Office
TITLE: Deputy of Register of Deeds Office
BASE PAY: \$14.54/Hr.

SEND RESUME TO: Barbara D Hurless , Register of Deeds
220 West State Street Room 102
Hastings MI 49058
Email bhurless@barrycounty.org
No phones calls please

POSTING DATES: January 15, 2019 through February 1, 2019

Resumes with cover letter accepted through 5:00 pm February 1, 2019

Education: High School diploma or equivalency

Experience: 1 to 3 year's work related experience in customer service or clerical position, with strong knowledge of Real Estate chain of title and Real Estate legal documents, strong computer and phone skills.

**Barry County is an Equal Opportunity Employer. We hire only U.S. Citizens and
Lawfully authorized alien workers and comply with the American's with
Disparities Act.**



Barry County

Classification Title	Deputy Register of Deeds
FLSA Status	Non-Exempt

GENERAL SUMMARY

The purpose of this job is to receive, examine, index, and record documents and records pertaining to the ownership and location of real estate in the County and Uniform Commercial Code filings. Provides customer service in person or over the phone. Conducts file searches regarding property, and enters data on recorded documents in to the County database system.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Receives, records and timestamps deeds, mortgages, land contracts, leases and agreements that encumber titles to real estate or personal property.
- Examines documents for conformance to legal requirements and authenticity.
- Places numbering sequences, official signature and seal on each document as required. Receipts documents including placing number and page, time and date stamp.
- Collects fees for services. Processes credit card payments.
- Indexes documents, determines type of document grantor/grantee and relates legal description to document number.
- Uses scanner to image documents, proofs scan and provides image backup.
- Mails recorded documents to owners, mortgage companies and other recording parties following verification of data. Scans documents into database.
- Enters return date to computer.
- Researches property information, checks on deed status, determines grantor-grantee, mortgagor-mortgagee, survey, and other information. Answers questions related to departmental operations. Conducts searches by legal description as necessary. Prepares billings on written searches.
- Answers telephone calls and provides information concerning recorded documents, fee schedules and other information related to property recording.
- Works with Microfilm, pulls and makes copies of old documents. Sends monthly images to title plant.
- Performs related work as required

MINIMUM QUALIFICATIONS

Required Education and Experience:

Education: High school diploma or equivalency

Experience: 1 to 3 year's work related experience in customer service or clerical position

Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

N/A

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Legal documents
- Chain of title of property
- State and County document recording requirements
- Tyler System
- E-Recordings
- State/County rules and procedures collecting money
- E-Recordings
- English grammar, spelling, punctuation
- Legal terminology and court procedures
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment

Skill in:

- Using software to pull and send data
- Running multiple scanners
- Safe document handling
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Assigning, prioritizing, monitoring, and reviewing work assignments

Ability to:

- Use Microfilm Scanner
- Work with Vinegar Syndrome film
- Search documents by legal, grantor's, grantee's and address
- Multitask various duties
- Read maps
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)			X
Construction site	X		
Confined space	X		
In the community (homes, businesses, etc.)			X
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate			X
Individuals with known violent backgrounds			X
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Fumes or airborne particles			X
Toxic or caustic chemicals, substances or waste			X
Loud noises (<i>85+ decibels</i>)	X		
Other Vinegar Syndrome			X

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves light physical demands, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Date created:	January 2016
Dates revised	